

**Instructions for
D-1 Monthly Remittance**
*Public Related Colleges &
Institutions, AASIS, and Other*

EMPLOYEE CONTRIBUTIONS

1. **List Regular Contributory Salaries** – Total amount of Regular Contributory Salaries from your Short Report/Backup.
 - a. **List Regular Contributions Withheld & Remitted to ATRS** – Total amount of Regular Contributions from Short Report/Backup. (Note: If Line 1 multiplied by 6% is not equal to Line 1a, fill out Section 1 on Explanation Sheet– Please include SSN, Name, Amount, & Supporting Documentation ex. Concise Check History.)
2. **List Federal Contributory Salaries** – Total amount of Federal Contributory Salaries from your Short Report/Backup.
 - a. **List Federal Contributions Withheld & Remitted to ATRS** – Total amount of Federal Contributions from Short Report/Backup. (Note: If Line 2 multiplied by 6% is not equal to Line 2a, fill out Section 2 on Explanation Sheet – Please include SSN, Name, Amount, & Supporting Documentation ex. Concise Check History.)
3. **Total Employee Contributions** – Add Line 1a and 2a.

EMPLOYER CONTRIBUTIONS

4. **List Regular Contributory plus Regular Non-Contributory Salaries** – Total amount for both Regular Contributory & Non-Contributory Salaries from your Short Report/Backup.
 - a. **List Regular Employer Contributions Remitted to ATRS** – Total amount of Regular Matching from Short Report/Backup. (Note: If Line 4 multiplied by 14% is not equal to Line 4a, fill out Section 4 on Explanation Sheet - Please include SSN, Name, Amount, & Supporting Documentation ex. Concise Check History.)
5. **List Federal Contributory plus Federal Non-Contributory Salaries** – Total amount for both Federal Contributory & Non-Contributory Salaries from your Short Report/Backup.
 - a. **List Federal Employer Contributions Remitted to ATRS** – Total amount of Federal Matching from Short Report/Backup. (Note: If Line 5 multiplied by 14% is not equal to Line 5a, fill out Section 5 on Explanation Sheet – Please include SSN, Name, Amount, & Supporting Documentation ex. Concise Check History.)
6. **Total Employer Contributions** – Add Line 4a and 5a.
7. **Total Due This Report** – Add Line 3 and Line 6.
8. **Please List Check(s) Below** – Fill in Table with Check #, Amount, and Total

*A copy of your Short Report/Backup
MUST be attached to this form.*